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## Job details

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**Bulletin Number** 49119BR  
**Type of Recruitment** Transfer Opportunity  
**Department** Mental Health  
**Position Title** PROCUREMENT AID  
**Filing Type** Open Continuous  
**Filing End Time** 5:00 pm PST  
**General Information** \*\*\* DO NOT APPLY ONLINE \*\*\*

Permanent County employees who currently hold the payroll title of Procurement Aid are invited to make their interest known by submitting thier resume, last two (2) Performance Evaluations, last two (2) years time history report to:

**Megan Woodland**  
**Administrative Support Bureau**  
**550 S. Vermont Ave, Room 212**  
**Los Angeles, CA 90020**

Email directly to: [mwoodland@dmh.lacounty.gov](mailto:mwoodland@dmh.lacounty.gov).

**Only the most qualified candidates will be contacted for an interview.**

**Requirements** All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Procurement Aid**.

**Desirable Qualifications**

- Knowledge of eCAPS Procurement and ISD/Departmental purchasing policies and procedures.
- Good verbal and communication skills.
- Good computer skills in Excel and Access.
- Ability to research hard-to-locate items/vendors and work effectively with others in the department.

**Duties**

- Reviews and processes assigned Special Requests (SRs) for purchases of supplies, equipment, and/or services using eCAPS Procurement module.
- Interacts with various levels of departmental staff and vendors to obtain specs and quotes.
- Assists end-users in locating vendors and commodities/services to meet operational needs.
- Resolves invoice discrepancies with Accounts Payable staff and vendors to ensure payments are made timely.
- Assists higher-level Procurement Assistants in processing complex purchases.

- Assists in procurement support duties as needed.

**Vacancy  
Information**

The Materials Management Division is seeking a highly motivated and well-organized individual to fill a Procurement Aid vacancy.

The vacancy is located at 550 S. Vermont Avenue, 2nd Floor, Los Angeles CA 90020.

Flexible schedule Available - 5/40 or 9/80.

**Contact Name** Megan Woodland

**Contact Phone** 213-738-2133

**Contact Email** mwoodland@dmh.lacounty.gov

**California**

**Relay Services  
Phone** 800-735-2922

**Job Field** Purchasing and Contracts

**Job Type** Administrative Support

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